



NEW BERN

NORTH CAROLINA

Everything comes together here



The City of New Bern is seeking a proven, motivated, results-driven professional to serve as its next...

Director of Public Works

New Bern North Carolina....

New Bern, North Carolina is a picturesque and progressive historic community uniquely situated at the confluence of the Neuse and Trent Rivers, thirty-eight miles from the Atlantic Ocean. With a diverse population of approximately 29,940 and covering 29.84 square miles, New Bern is North Carolina's premiere historic city where its citizens enjoy a great quality of life and visitors can take a step back in time to explore and experience a culture rich in history and tradition.

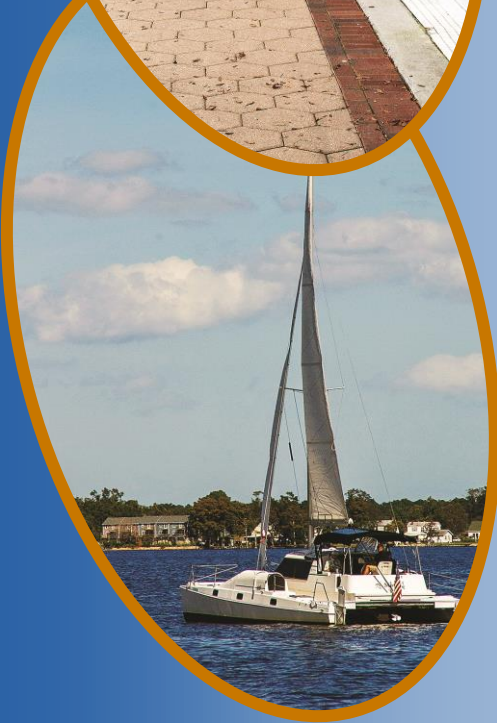
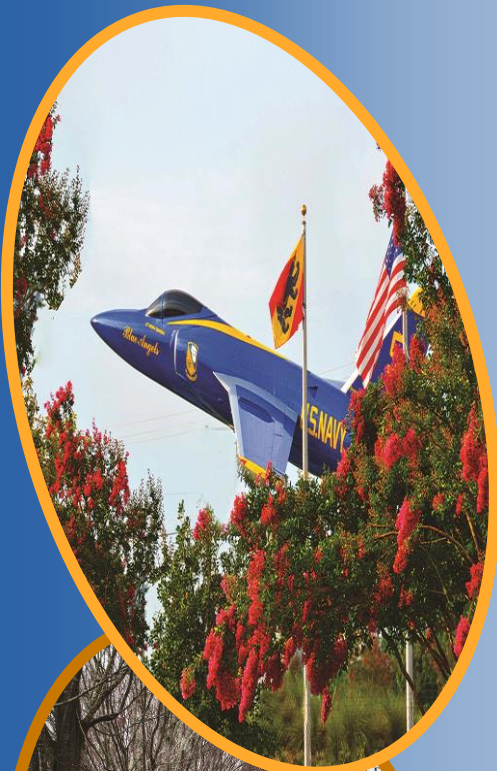


Founded in 1710 by Baron Christopher de Graffenried of Bern, Switzerland, New Bern is the second oldest town in North Carolina and the first state capital. In a city rich in history, Tryon Palace Historic Sites and Gardens offers a taste of life in Colonial America. New Bern offers architectural beauty and charm of our four National Register Historic Districts, a historic revitalized downtown, and history through technology and innovation at the NC History Education Center.

New Bern is an up and coming venue for the arts and artists. Downtown has many galleries and art studios, live music, active local theatres, festivals, and special events year round.

New Bern, fortunate to have many in-town parks, is adjacent to the Croatan National Forest which offers hiking, camping, and other outdoor activities. New Bern is conveniently located close to pristine beaches and quaint fishing villages.

In 2010, New Bern celebrated its 300th Anniversary with many wonderful events, concerts, festivals, parades, and so much more. New Bern continues to mix the historic past with the professionals of the 21st century, creating a delightfully pleasant community in which to work, live and play. In 2013, New Bern underwent a community branding effort. While our logo is symbolic of change, one thing remains the same: there's no place like New Bern, North Carolina – ***Everything comes together here.***



POSITION AND ORGANIZATIONAL PROFILE

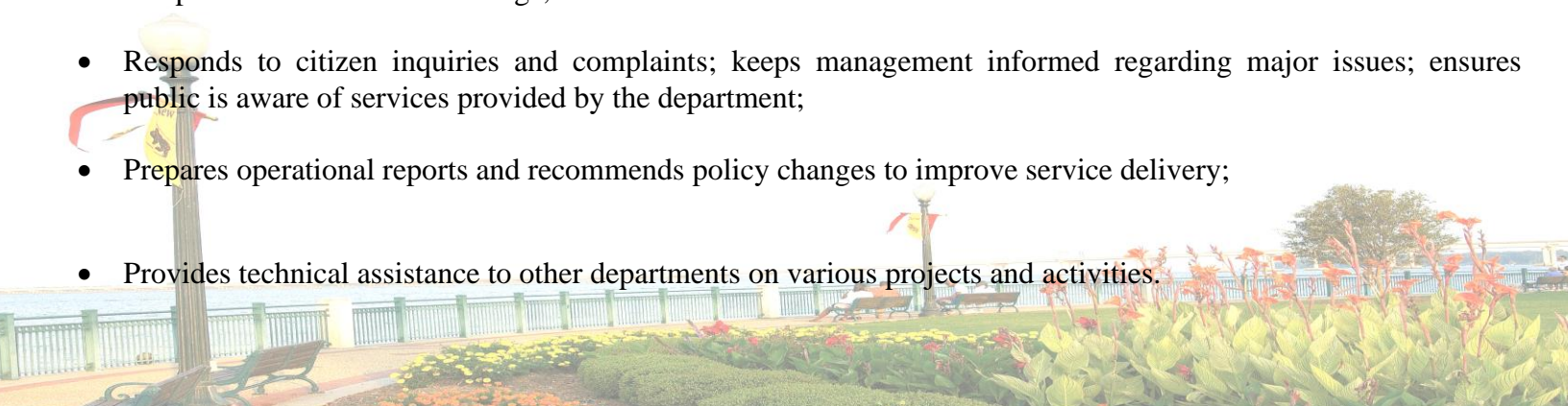
The Director of Public Works is a key member to the City of New Bern's executive leadership. This position is currently vacant and creates an extraordinary career opportunity for an experienced and innovative public works/engineering professional who is a strong visionary leader and strategic planner. The new Director will play a critical role in collaborating within the Public Works Department, with other city departments and with partner agencies to ensure success in meeting city goals and objectives. He/she will be responsible for simultaneously overseeing a wide range of capital projects and initiatives from initial stages to full completion. The Director must be a forward thinking professional and an exceptional project manager.



The City, operating with an annual budget of approximately \$133 million, is governed by the Mayor and 6-member Board of Aldermen elected for four (4) year terms. The Director of Public Works is appointed by and serves under the general supervision of the City Manager. The Director of Public Works serves as a member of the Management Team which is comprised of the City Manager and eight Department Heads. The Director of Public Works performs complex professional and administrative work directing activities of the Public Works Department in providing a wide variety of services. The Director is responsible for planning, organizing, directing, and administering the activities of the Public Works Department including the construction, maintenance and operation of storm drains, streets, sidewalks, refuse collection, building maintenance, fleet maintenance, recycling, composting and liability and insurance administration. Supervision is exercised over 5 Division Heads and a department staff of 51 employees. The Department's annual operating budget totals approximately \$9.3 million.

Additional responsibilities include but are not limited to:

- Manages the City's comprehensive storm water management program, including coordinating with consulting engineers and regulatory representatives, and implementing public awareness programs;
- Develops department's annual operating and capital improvement budgets; monitors expenditures;
- Determines the scope of potential projects; prepares requests for proposals/quotes and contracts for service; reviews proposals and provides professional recommendations; oversees the development of project plans;
- Performs research to assess current operations and determine future needs; establishes and implements policies and procedures related to findings;
- Responds to citizen inquiries and complaints; keeps management informed regarding major issues; ensures public is aware of services provided by the department;
- Prepares operational reports and recommends policy changes to improve service delivery;
- Provides technical assistance to other departments on various projects and activities.



CANDIDATE PROFILE

The ideal candidate will be an experienced professional with a demonstrated record of effectiveness in leadership and management in municipal organizations. The ideal candidate will also be a decisive, customer service oriented leader who is insightful, analytical, results-oriented and able to lead by example with a high degree of integrity and ethical standards. The successful candidate will be an effective and collaborative team builder with the ability to provide leadership that will develop, inspire, motivate and empower staff to achieve the City's established strategic goals and objectives. He/she must possess exceptional written and oral communication skills and the ability to effectively communicate complex and technical information to a variety of audiences. The successful candidate must be visible, accessible, responsive and able to foster productive working relationships with city officials, other government agency officials, associates and the general public.

In addition, the ideal candidate must possess comprehensive knowledge of the principles and practices of civil engineering as applied to a complex public works system; comprehensive knowledge of modern management principles and practices; ability to interpret community needs for public works improvements; thorough knowledge of the need for and attention to proper safety precautions; ability to plan, organize, direct and evaluate the work of subordinate employees.

COMPENSATION AND BENEFITS

The salary range for this position is \$91,590 to \$149,063. Placement within this range will depend upon the successful candidate's qualifications and experience. The City provides a comprehensive benefits package.

POSITION REQUIREMENTS

Requirements for this position include a Bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering, construction management or related field and extensive progressively responsible experience in project management. Registration as a Professional Engineer in the State of North Carolina is preferred. Selected candidate is encouraged to reside within the city. He/she must reside within eight (8) miles (measured on a straight line basis) of New Bern City Hall and will have six (6) months to comply with the residency requirement.

APPLICATION AND SELECTION PROCESS

If interested, qualified candidates may apply by visiting [City of New Bern Career Opportunities](#). Please attach your letter of interest and resume to your completed application. The position is open until filled. However, initial review of resumes will take place in mid October 2021.

The selection process will occur in late October 2021 with an anticipated start date December 2021.

The City of New Bern is firmly committed to the principles of Equal Opportunity for all.

